

AREA IV

S-1 Gazette

JUNE 2003

YOUR ROAD MAP TO MILITARY PAY ISSUES

OFFICE HOURS

Main Finance (Bldg 1685) & In/Out Proc. (Bldg 1103)

0900-1500 M-W, F

Camp Carroll (Bldg T-138)

0900-1500 M-W, F

765-8697/8504/8774

Camp Hialeah (Bldg T-251)

0900-1500 M-W, F

763-7303/7370

FINANCE NUMBERS

Battalion Commander 725-8838

Battalion CSM 723-7959

Detachment Commander 768-7575

Detachment Sergeant 768-8449

Customer Service 768-6944/7813/7519

Travel 768-7658

Disbursing 768-6927

In/Out Processing 768-7022/7416

OFFICE CLOSURES

Finance will be at minimum staffing on 12-13 June due to Det FTX.

FINANCE BRIEFINGS

In-processing Briefings are held from 0900-1100 M-W & F at Bldg 1103 for all Army soldiers in Area IV. Soldiers should have 7 copies of all orders, along with 5 copies of the following: plane tickets, DA 31, DA 4187 (for hometown recruiting), any statements of non-availability, and TDY/DLA advances.

Out-processing Briefings are held from 1000-1100 every Tuesday. Please call the In/Out Processing center at 768-7416 for location. Soldiers should bring 7 copies of orders, a working copy of DA 31 (leave form), and 1 copy of travel itinerary or port-call. Soldiers **MUST ATTEND** an Outprocessing Briefing NLT 30 days prior to their DEROS.

PAC SUPERVISORS' CORNER

We are still seeing an increasing number of late transactions, especially leave and BAS transactions. **Leave transactions must be submitted for processing within 72 hours of the soldier signing in from leave.** This requirement is outlined in AR 600-8-10 Leaves, Section IV, Paragraph 12-7, Subparagraph A. The unit PAC submits leave transactions on a UTL to the receiving section. This provides the PAC a chain of custody for the submitted leave forms and ensures timely processing of your soldiers leave.

UCFRs are due by 10 of every month! Every soldier is entitled to BAS. If you see that one of your soldiers is not receiving BAS, please bring it to finance's attention **immediately!**

COMMANDERS' CORNER

1. Thrift Savings Plan (TSP): The TSP is a Federal Government-sponsored retirement savings and investment plan. The TSP is designed to allow soldiers to save a part of their military pay in a retirement plan that offers pre-tax savings, tax-deferred investment earnings, and low administrative and overhead expenses. Soldiers can even borrow against their TSP balances at a low interest rate (currently 4.00%) for any reason provided that they maintain at least \$1000 in their accounts. Open season to enroll in TSP is now underway and ends 30 June 2003. Soldiers enroll or make changes from the myPay website: <https://myPay.dfas.mil/emss.htm> or complete and submit TSP Form U-1 to their servicing finance office. The form is available for download from the TSP website: <http://www.tsp.gov/>.

2. TLA – Service members in Korea will no longer have to pay out of pocket expenses for lodging while awaiting quarters. Instead of having to wait for your reimbursement, Finance will now foot the bill directly. On post lodging facilities will send the bill to finance and we will pay your bill. Service members will now get reimbursed for meals only.

3. SAVINGS BONDS: New interest rates were announced on 1 May for Series EE and I Savings Bonds, both of which are available for online purchase or through payroll deduction. The Series EE Bond rate, tied to current market interest rates, was set at 2.66%, and the Series I Bond Rate, which has its rate tied to inflation, was set at 4.66%.

Reminder: the minimum holding period for newly issued bonds is now 12 months. For further details about the many advantages of Savings Bonds, go to: www.savingsbonds.gov. Soldiers who have bonds going to the wrong address need to submit a change of address on DD Form 2559 through their PAC.

4. BAH FOR SOLDIERS WITH HAAP ASSIGNMENTS: All soldiers who accept their HAAP assignment and move their dependents to a location *other* than their HAAP, are entitled to BAH for where their dependents are located.

5. TRAVEL VOUCHERS (TDY): Travel TDY is now being consolidated to A DET 176th Finance BN in Yongsan. All personnel going TDY will still have to submit travel voucher with their local finance office. Please submit original plus one (1) copy. The effect on the traveler should be minimal. Any questions concerning this topic should be addressed at your local finance office.

6. MILITARY PAPER CHECK CONVERSION: Effective 10 February 2003, the Finance office can now convert checks into electronic fund transfers. When you present a completed, signed check to the cashier, the information from your check is used to generate an electronic transfer of funds from your account in the amount of the check. Your check will be voided and returned to you along with the cash amount of the check.

Help Your Soldiers By Reviewing Your UCFR

The UCFR is a tool you can use to better manage your soldiers' pay. It is a unique monthly report, generated by the Defense Joint Military Pay System (DJMS) that provides a one-page summary of each soldier's pay account. As a Commander/1SG, you know your soldiers, where they live, and the status of their dependents. The UCFR allows you to ensure your soldiers receive the correct entitlements and provides you with leave and debt balance information. Use it as a training tool by asking your Platoon Leaders/Sergeants to review their soldiers' entitlements. Distribution of the UCFR to commanders is monthly, along with the end-of-month LES's. Instead of reviewing each LES, the commander can review the UCFR. This will save time and speed-up LES distribution to soldiers in your unit. Each unit's UCFR is alphabetically organized by last name. Review each soldier's account by reading from left to right. Submit a signed, certified copy of the UCFR with supporting documents through the PAC to the Finance Office on a Unit Transmittal Memorandum (UTM) for processing. The UCFR must be returned to Finance by the 10th of the month.

FINANCE WEBSITES

<http://175fincom.korea.army.mil>

<http://asafm.army.mil/DFAS>

www.dfas.mil/myPay